

EXHIBIT THREE TRANSCRIPT CHECKLIST



Must be a completed transcript of a graduate!



Name and Address of School: The name and address of the school disclosed on the transcript must be the official name and address reported in the application.



Full name of the student.



Information for all courses of instruction to include:



Name of each course



Term and date of each course



Grade assigned for each course



Contact or credit hours attempted



Contact or credit hours earned



Exact award conferred, if applicable.



Date of award conferral, if applicable.



Notation and date of withdrawal, if applicable: For students who do not complete their programs, what method is used to record (on the official transcript) the student as withdrawn and the date of withdrawal?

Explanation: _____



Name, title and signature of school official.



Date of issuance of transcript.